



Résumés For a First-wage Job

*Developed for the Lake County Workforce Development Department,
a partner in the Job Center of Lake County*

For more information:
Call 847-377-3450 or visit www.lakecountyjobcenter.com



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

*Lake County Workforce Development is an equal opportunity employer/ program.
Auxiliary aids and services available upon request to persons with disabilities.*

by E. Locke January 2008

Why is a résumé important?

- *Employers want to see one!*
- *It quickly summarizes you.*
- *It's a marketing tool.*
- *It can get you a better job faster!*

True story: Justin (name has been changed) was offered a number of jobs, but they weren't really what he wanted to do and the wages were lower than he expected. After he took some time out to prepare a solid résumé, he was offered a job that he thought he'd really like—at higher wages!

Two places you can go in Lake County to get free assistance with creating a résumé

**Job Center of Lake County
(Waukegan)**
1 N. Genesee St.
Waukegan, IL 60085
call for an appointment:
847-377-3450

**Job Center of Lake County
(Grayslake)**
800 Lancer Ln.
Grayslake, IL 60030
call for an appointment:
847-543-7441

TTY: 847-978-9008



Tips for Résumé Writing:

- 1) Include all relevant information. Demonstrate that you would be a good employee
- 2) Be positive. Emphasize your strengths and accomplishments.
- 3) Feature the most relevant information at the top!
- 4) There are different styles of résumés. Look at examples and choose the style that complements you!
- 5) Be specific. Use concise sentences and action verbs (résumés are usually one page in length)

Some action verbs

arranged	assembled	built
analyzed	coordinated	developed
created	established	performed
responded	projected	solved
evaluated	communicated	supervised
inspected	summarized	diagnosed
operated	overhauled	repaired
catalogued	compiled	organized
processed	systematized	achieved

Design Tips for your résumé :

- Print on quality, light-colored paper (no neon colors—they don't scan well). Never hand-write in after-thoughts.
- Keep an electronic copy of your résumé so that you can email it to employers. Emailing the résumé as an **attachment** is typically best because this will retain all formatting. Make sure the document is saved as a **.doc** or **.rtf** file!
- Your name, address, and phone number (and any other contact information) should be featured clearly at the top.
- Make the résumé ERROR FREE.

Sarita Sanford

111 North St.
Waukegan, IL 60085
847-222-2222

OBJECTIVE

An entry-level position in **landscaping**

LANDSCAPING SKILLS

- Mowed lawns using both riding and push lawn mowers.
- Successfully maintained a garden for the past five years--harvested more than 20 bushels of tomatoes last year!
- Familiar with different types of trees and shrubbery.
- Strong: able to lift up to 50 pounds.

ADDITIONAL SKILLS

- Reliable: missed only two days of school this year.
- Bilingual: speak both Spanish and English fluently.
- Team player: member of basketball team.
- Good writing skills: informally tutored a number of fellow students in résumé writing.
- Hard worker: will graduate one semester early.

EDUCATION

Waukegan High School

projected graduation date: May 2009

Waukegan, IL

Sept. 2007 to present

Passed Botany course with A+. Additional science coursework included:

Biology I and II and Astronomy. Also completed numerous computer classes.

So you don't have any paid work experience yet? Sarita didn't either but she still has a lot of skills that she learned at home and personal qualities that employers want! So that's what she emphasizes in her résumé.

Robert Yee
139 River Lane
Gurnee, IL 60031

847-987-6543

847-623-1167 (message)

BACKGROUND SUMMARY

Two years of food service experience with increasing responsibility. Skilled at bookkeeping, money handling, and other office functions. Superior word processing and interpersonal skills.

QUALIFICATIONS

- One year successful experience in bookkeeping and cashiering at McDonald's.
- Earned *Exceptional Accomplishment Award* at McDonald's.
- Excellent at thinking through problem situations.
- Finished business classes with high grades.

PROFESSIONAL EXPERIENCE

BOOKEEPING

- Completed bookkeeping assignments at McDonald's in half the usual time.
- Accurately recorded daily sales.
- Verified accuracy of vendor invoices and helped compute employee time cards.
- Balanced family checkbook and helped pay bills.

INTERPERSONAL SKILLS

- Assisted store manager in training employees at McDonald's.
- During two years experience babysitting, wrote "report cards" regarding children's behavior; this improved their behavior and was popular with parents.

WORK HISTORY

Babysitter, May 2006 to present

Cashier, McDonald's: Gurnee, IL: March 2007 to December 2007

EDUCATION AND TRAINING

Warren High School, Gurnee, IL: projected graduation date: June 2009

Alise Awesome

111 West St.

My Town, IL 00000

222-333-4444

aawesome@emailaddress.com

EDUCATION

Someplace Senior High School

Someplace, IL

High School Diploma

2008

- Participated in SADD.
- Completed a course in Survey Graphics and Photo Offset designing covers for memo pads and business cards.

ACCOMPLISHMENTS

Sales

- Friendly demeanor. Enjoy working with wide variety of customers.
- Experience selling candy, pictures, yearbooks and Avon products.
- Collected money and accurately calculated daily totals.

Office

- Used computer software including Microsoft Word & Pagemaker. Also researched information for administrative staff via the Internet.
- Ran errands for Guidance office at school.
- Filed paperwork and organized materials.
- Escorted guests around school.

Security

- Explored various police force departments including: Detective, Patrol, Dispatch, and Tactical.
- Learned techniques for conducting searches and self-defense.
- Assisted officers with traffic stops and cab inspections.

EXPERIENCE

Someplace Police Explorer

Someplace, IL

Someplace Police Cadet Volunteer

January 2008 to present

Avon

My Town, IL

Sales Representative

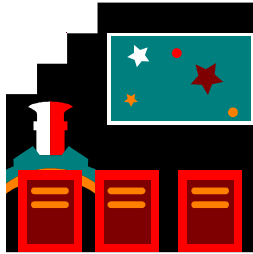
February 2007 to May 2008

Someplace High School

Someplace, IL

Guidance Runner Volunteer

August 2006 to May 2007



Now it's your turn!

Not sure what to write on your résumé. Start the process by answering these questions.

Have you ever received a reward or prize?

Have you ever done something “above and beyond the call of duty”?

What do you consider your most outstanding accomplishment?

What are you good at? What comes naturally to you?

Have you ever volunteered to do anything?

Have you ever completed a project more quickly (or effectively) than expected?

Have you ever made a suggestion which others used?

Have you ever understood something more quickly than others?

Describe your short-term and long-term goals.



Now figure out what skills you have that an employer might want. Here are a few . . .

SELF-MANAGEMENT SKILLS *are part of your personality or qualities that make you a great employee*

◇ Mature	◇ Punctual
◇ Assertive	◇ Follow instructions
◇ Learn quickly	◇ Self-motivated
◇ Honest	◇ Creative
◇ Leadership	◇ Friendly
◇ Patient	◇ Consistent
◇ Sense of humor	◇ Confident

TRANSFERABLE SKILLS *are useful in a wide variety of jobs and situations and help you adapt and excel in new situations*

◇ Written communication	◇ Oral communication
◇ Meeting deadlines	◇ Handling cash or numbers
◇ Telephone etiquette	◇ Instructing others
◇ Fixing objects or equipment	◇ Using complex equipment
◇ Driving/ Operating vehicles	◇ Researching information
◇ Computing	◇ Observing/Inspecting things
◇ Training or leading others	◇ Planning events
◇ Organizing material	◇ Organizing projects
◇ Classifying data	◇ Researching information
◇ Solving problems	◇ Computing

JOB-RELATED SKILLS *are specific to a particular job. A construction worker operates a crane. A telemarketer can answer a multi-line telephone. **What are the job-related skills in your field?***

A word about letters

As you contact employers, you may want to write a **cover letter**, a simple (but formal) letter, addressed to the hiring manager explaining which position you are applying for and why you're qualified for the job!

A cover letter is a good way to show that you're willing to go that extra step to get the job. You're a motivated candidate!

Ariel Adams

111 Washington St.

Gridlake, IL 22222

223-223-7757

aadams@someemail.com

May 30, 2008

Human Resource Manager
Lucas County Health Department
Human Resources Office
111 West St.
Gridlake, IL 22222

Dear Human Resource Manager:

I would like to apply for the *Patient Care Representative* position that is listed on Lucas County's website. For the past few years, I have assisted with the care of two relatives with a variety of health issues. During that time, I gained experience scheduling appointments and communicating with medical staff and with patients. I have been told that I'm a patient and empathetic person.

Fluent in both English and Spanish, I have excellent interpersonal skills. Additionally, I have experience in handling cash and data entry. I am available to start work full time as soon as I complete my high school diploma next month.

I am eager to make a difference at the Lucas County Health Department. I will contact your office at the end of the week to verify that you have received my letter and résumé and to talk to you further about this opportunity. In the meantime, feel free to contact me at 223-223-7757.

Thank you for your time and consideration!

Ariel Adams

After an interview, you will always want to write a **thank you letter**, a business letter thanking the person who interviewed you for his/her time.

Many jobseekers forget to write a thank you letter. Do not forget this important step! A thank you letter will guarantee that the employer does not forget YOU.



Marie Ober

111 La-la Lane,
Anytown, Illinois 60000
000-000-0000
mober@someemail.com

Ms. Smith
Human Resource Manager
ABC Company
222 Drive St.
Anytown, Illinois 60000

Dear Ms. Smith

Thank you so much for the time you spent with me this past Wednesday. It was a very informative interview, and I came away very enthusiastic about the Maintenance position you are seeking to fill.

You provided a good picture of the type of person you would like to hire: hard working, reliable, and a quick learner. I believe I am that person! I hope to hear from you soon. Again, thank you very much for your time.

Sincerely,

Marie Ober

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social and educational programs in your area?
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www.illinoisworknet.com

Get the Competitive Edge

Illinois workNet™ is a free resource that provides career, education and work support information for all Illinois residents and businesses. Illinois workNet connects individuals looking for employment with employers looking for workers through the convenience of a user-friendly website or onsite locations throughout the state. The program aims to cultivate a well-trained workforce by providing valuable resources for the state's workforce, creating a solid foundation for a thriving 21st century economy.

From helping people find a job, to providing information about quality job skills training and access to education programs, Illinois workNet will connect people to information and services that provide the skills to create a first-class Illinois workforce. The foundation of any business is a strong, skilled workforce. Illinois workNet is designed to help people succeed, businesses thrive and the state's economy flourish.